

CIVIL NON TRIAL

Description:

A minute entry is a written summary of what occurs at any court hearing. A minute entry is not the official court record.

Reference:

CORIS training guide.

Overview:

The clerk produces a minute entry in any type of court hearing. This is a written summary of what occurred in a court hearing. The minute entry must include who was present, what time the hearing occurred, how it was recorded and what transpired at the hearing, i.e. the court's ruling, (what the court ordered the parties to do, what is to be submitted to the court by each party). These minute entries are to be printed and placed in the file. The minute entry is generally not mailed out unless the clerk is instructed to do so.

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Procedure/Computer Entry:

To create a Minute Entry:

1. From the **Primary Menu**, select **Case > In Court > New Minutes** - This goes into the **Individuals Present Screen**.

Individuals Present

Hearing/Trial! Certificate of Notification! Print Index! Continuance! Toolbox

Case: 050000131 Contracts Case Assigned Judge: thanson

Last Name: GOODBAR First Name: LOOKING Find Case

Case Name: MONDS, NUTTY vs. GOODBAR, LOOKING

Date: 12/29/2005 Reporter:

Judge: HANSON, TIMOTHY R. Commissioner:

Tape: Count:

☐ Telephone Conference

Copies of Minutes

☒ No Parties Present Type of Signature Line:

Audio Video CAT/CIC None

Parties Present Clear Note Enter Exit

☐ Print Barcode

2. In this screen do the following:
 - A. Confirm date the hearing took place.
 - B. Confirm that the correct Judge/Commissioner is selected.
 - C. Enter the tape number or disc number in the "Tape" box.
 - D. Enter the time or range of time the hearing occurred in the "Count" box.
 - E. Select the type of recording device. If the hearing is not recorded select None in the recording type box.

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Fields	Information Needed:
Commissioner	Must be the commissioner for the hearing that date.
Copies of Minutes	The number placed in this box will determine how many copies of the minutes will print. (Quantity may also be adjusted in the Print Index).
Count	Actual time or range of time.
Date	Date must be the actual hearing date.
Judge	Must be the judge for the hearing that date. May not be the assigned judge.
No Parties Present	If this box is selected, a line will print in the minute entry stating no parties present.
Print Barcode	If this box is selected a bar code will print at the end of the minute entry. (This is used for scanning purposes)
Reporter	This field is used to enter the name of the court reporter if present.
Tape	Defined by court location(some use video, CD's and/or tapes).
Telephone Conference	This indicates one or more parties are appearing telephonically.
Type of Recording Device	Audio, Video, CAT/CIC (used when a court reporter is present) If there is a court reporter, do not record hearing on tape or video.
Type of Signature	This will place a signature line on the minutes if a judge or clerk is to sign them. If left blank then no signature line will be added. (Once selected it will remain until it is changed).

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3. Select the **Parties Present** button. The following screen will appear.

The screenshot shows a window titled "Parties Present" with a teal header. It contains the following fields and tables:

- Case:** 050000131, **Contracts:** (empty)
- Name:** GOODBAR, LOOKING
- Parties assigned to the case:**

LOOKING GOODBAR	DEF
NUTTY MONDS	PLA
- Attorneys assigned to the case:**

K A. CHELSEA	DEF
B B. JOSEPH	PLA
- Parties Present:** (Empty list box)
- Buttons:** Add unassigned parties, Select, Attach Attorney, Enter, Add unassigned attorneys, Remove party present, Exit.

Double click on the parties that are present for the hearing. **Attach Attorney** if necessary. (See *Attach Attorney procedure*.)

- A. To add a party that appeared just for this hearing/trial.
Select- **Add Unassigned Party**. Type in the person's name.
Then select the title of the Party in the drop down box.

This screenshot shows the same "Parties Present" window, but with a dropdown menu open for the "Add unassigned parties" button. The dropdown menu lists the following options:

- Personal Rep
- Minor Child
- Now Known As
- Officer 1
- Officer 2
- Other Party
- Payee
- Payor
- Personal Rep

The "Parties Present" list now contains "ALMOND, JOY". The "Add unassigned parties" button is highlighted.

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- B. To add an attorney that appeared just for this hearing/trial.
Select- **Add Unassigned Attorney**. Find attorney and select who they represent.

Bar Num	Bar State	Last Name	First Name	Address 1
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Bar Num	Bar State	Last Name	First Name	Address 1
4	UT	AADNESEN	GRANT C	170 SOUTH WEST TEMPLE #120
5	UT	AAGARD	DAVID T	1617 E HIGH OAKS LN
11	UT	ABLES	WENDELL P	255 EAST 400 SOUTH #150
17	UT	ADAMS	JOHN S.	PARKVIEW PLAZA
19	UT	ADAMS	ORVAL W. JR	1623 HILLBROOK ROAD
29	UT	AFFLECK	GORDON BURT	BROADCAST HOUSE
32	UT	ANDREA	C A	2 N MEDICAL DRIVE
42	UT	ALLEN	DON B	POB 45385
44	UT	ALLEN	FRANK J.	77 WEST 2ND SOUTH, SUITE 200
46	UT	ALLEN	JOHN H	350 SOUTH MAIN STREET
50	UT	ALLEN	SCOTT D.	4631 LEDGEMONT DRIVE
61	UT	ALLRED	WARREN D.	1425 EAST WASHAKIE CIRCLE
63	UT	ALSTON	QUENTIN L. R.	231 EAST 400 SOUTH
65	UT	ALVORD	GREGG I.	FIRST INTERSTATE PLAZA #1500

Which party is this attorney representing?

PRP

Enter

Adding an unassigned attorney does not attach the attorney to the case.

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Select **Enter** to return to the Individuals Present Screen.

4. Select **Hearing/Trial** at the top of the Individuals Present screen.

The screenshot shows a software window titled "Civil Hearing/Trial". At the top, there are input fields for "Case" (containing "050000131") and "Contracts". Below these is a "Name" field containing "MONDS, NUTTY vs. GOODBAR, LOOKING". There are two radio buttons, "Hearing" (selected) and "Trial". To the right are "Type" and "Description" dropdown menus. Below these are "Select Event", "Party Type", "Parties", and "Attorneys" dropdown menus. There is a checkbox for "Insert Time on new row" and an "Incourt Text" dropdown menu. A large text area for the hearing entry is present. At the bottom, there are several buttons: "Spell Check", "Punitive Awards", "Exhibit", "Delete Line", "New Line", "Enter", and "Exit".

- A. In the **Type** box select type of hearing - if the correct type of hearing is not listed, select "Law and Motion" and then in the "**Description**" box type the title of the hearing.
- B. There are many other boxes in this screen, the Select Event, Party Type, Parties, Attorneys and Incourt Text. Each one may be selected and then select the appropriate information for each, but these additional boxes are not necessary to complete a minute entry for a hearing. Additional information that may not be available in the box may be added in the minute entries.
- C. Select **New Line**. In this box type what occurred at the hearing. Select **New Line** to make a new paragraph, or when there is no further room to type.
- D. Select **Spell** Check to check for spelling errors.
- E. Select **Enter**, this will go back to the Individuals Present screen.
5. Select **Enter** to complete the minute entry. This will clear the screen but will remain in the Individuals Present screen. Selecting **Print Index** at the top of the screen will allow the minute entry to be printed without leaving the in-court screens.

Minute entries for other cases may be completed from this screen, by simply typing in the case number and hitting return, there is no need to exit this screen to do a minute entry for another case.

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Fields:

Information Needed:

Delete line	Entire line (box) will be deleted.
Description	Overrides the title in the type box, to customize title of hearing.
Enter	Select when screen is complete.
Exhibit	Goes to screen to prepare exhibit list.
Exit	Exits minute entry. By selecting yes, minute entry is saved. By selecting no, minute entry is deleted.
In-court text	Predefined texts that can be selected as a shortcut for minute entry text.
Insert time on new row	Automatically inserts time when new line is selected.
New line	Creates a new line or paragraph in minute entry text.
Parties	Drop down box that allows selection of party names. This will insert the name of party in the minute entry.
Party type	Drop down box that allows for selection of a party type. This will insert the party type in the minute entry.
Punitive awards	Enter amounts of punitive damages awarded in case.
Select event	Predefined phrases that can be selected for shortcuts.
Spell check	Selected to check for spelling errors.